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From: owner-allhands@listserv.fnal.gov on behalf of Fermilab News <news@fnal.gov>
Sent: Wednesday, March 11, 2020 9:53 AM
To: allhands; all-users
Subject: From Fermilab Director Nigel Lockyer: Coronavirus update

Dear Colleagues,

As the coronavirus situation continues to evolve, I wish to provide an update on what Fermilab is doing to protect staff and visitors. I understand that there may be anxiety and appreciate your patience during these uncertain times. The situation in Illinois and South Dakota remains low risk, according to the CDC and the Departments of Public Health, although it is changing rapidly.

Fermilab has a plan for responding to the outbreak and a senior leadership team meets daily to monitor the situation. Currently, we are executing the prevention and preparation level of the plan, which means you should take these actions:

Prevention:

- If you don't feel well, stay at home and call your doctor if your symptoms worsen.
- Postpone or cancel all non-essential domestic travel.
- Cancel all international travel until further notice.
- Ask visitors who have returned within the last 14 days from countries at a Department of State Travel Advisory Level 3 or 4 to reschedule their visits. These countries currently include China, Iran, South Korea and Italy.
- Use everyday prevention measures such as coughing into your sleeve, washing hands often for 20 seconds and cleaning your workspace.
- Boost your immune system: eat right, exercise, stay hydrated, get sleep, reduce stress.

Preparation:

If the situation worsens, Fermilab will need to be prepared for higher absenteeism or high rates of required self-isolation to prevent the spread of the virus. As part of the preparation, department heads have been asked to do the following:

- Understand telework capabilities within their organizations
- Begin to put in place the required documentation to allow telework (including telework agreements and property passes, etc.)
- Assessing operations to enable a measured approach to reduce those operations, if necessary
 - Examples include day care operations, food service and mission-critical operations
- To prepare for a possible absence, please take home each day items that may be needed for an extended period of telework, assuming you have the proper documentation and approvals.

Fermilab's plan is consistent with DOE and CDC guidance, and coordinated with local public health officials. As the coronavirus spreads, we can expect guidance to evolve, sometimes daily. Please watch for all-hands messages, read the *Fermilab Today* e-newsletter and routinely check www.fnal.gov/covid19.

Nigel

